

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLES: TEACHER-HEAD START TEACHER-STATE PRESCHOOL

General Description

Under the direct supervision of the Supervisor – Head Start Preschool Sites, teaches young children in a Head Start or State Preschool site which provides services to low income and/or single parent families.

Certification and Education

A Bachelor's Degree and a Child Development Teacher Permit; two years (2) teaching experience beyond permit requirements (working with children two (2) years nine (9) months to six (6) years of age) preferred; must possess current CPR and first aid certifications.

An offer of employment will be contingent upon successful completion of a paid, pre-placement medical examination.

Knowledge, Abilities and Experience

Knowledge of child development, early childhood education, teaching methods and techniques; ability to organize and direct classroom and outside activities; demonstrated ability to teach and supervise aides; ability to speak and write effectively; establishes and maintains harmonious relationships with children and parents.

Other Duties and Responsibilities

Must be 18 years or older

ESSENTIAL DUTIES

Creates an effective environment for learning in which positive self-concept and self-reliance are stressed; assesses student needs and provides appropriate learning experiences based upon each student's needs, interests and abilities; maintains written records on each student; initiates and enforces a set of classroom standards that facilitate effective growth and development and school readiness skills for each student.

OTHER RELATED DUTIES

Works closely with other staff in assessing and helping students resolve health, emotional, and learning problems; cooperates in a professional and ethical manner with personnel related to the program; interacts with parents on a regular basis through classroom contact; maintains competence through attendance at in-service training sessions and related professional growth; actively encourages each student to develop acceptable standards of behavior and a desire for positive social relationships; assists in the selection of instructional supplies and maintains appropriate inventory records; plans, coordinates and directs the work of teacher assistants and volunteers; maintains equipment; maintains necessary class records; shares in responsibilities for school activities; prepares lesson plans; encourages acceptable social patterns, eating habits and personal hygiene; conducts home visits and parent conferences; carries out authorized emergency and safety procedures; performs other duties as assigned and required by federal and/or state requirements.

Working Conditions

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, move quickly, use hands to grip, touch, feel, and reach with hands and arms. The employee is frequently required to sit on the floor and return to a standing position. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Hearing within normal range is required.

Environment

Job duties are spent both indoors and outdoors. The noise level in the work environment is usually moderate.

Approved: Anisha Munshi 11/7/18
Anisha Munshi, Ed.D. Date
Director-Human Resources

- Approved: 9/85 by Personnel Officer
- Revised: 12/12/05
- Revised: 12/16/10 (Bachelor's Degree added)
- Revised: 10/11/12 (Updated Environment and Physical Demands); approved by the Parent Policy Council on 10/16/12
- Revised: 11/3/14 Added Other Duties and Responsibilities – must be 18 years or older
- Revised: 2/9/18 Title revised from Teacher, Head Start/State Preschool
- Revised: 11/7/18 Added *preferred* to teaching requirement